

19 NOV 1975

MEMORANDUM FOR: Chief, Policy and Plans Group

SUBJECT : A&TD Monthly Report Submission  
October 1975

PERSONNEL BRANCH

1. The Personnel Branch identified 24.5 cubic feet of personnel soft files, promotion material, subject files, working files and chronos for destruction and/or retirement. In addition, the Branch turned in one two-drawer safe. This represents 23 percent of the Personnel Branch's files and 50 percent of the safe-keeping equipment.

2. Vacancy notices were prepared and distributed on two professional positions and one clerical position. We received ten professional and two clerical responses to these notices.

3. The Clerical Evaluation Panels completed their work and the results will go to the Clerical Board for review in November.

STATINTL

4. [REDACTED] reported to the Personnel Branch on  
STATINTL16 October to replace [REDACTED]

5. The Career Board reviewed the GS-12 Evaluation Panel's recommendations for promotion and, with minor alterations, forwarded them to the Director of Security for approval.

6. The last five sections of the Office of Security Supplement to the DDA Personnel Management Handbook were received and distributed.

7. The Applicant Review Committee has started reviewing files and interviewing candidates for the Security Officers Training Course which begins in September 1976.

8. During October there were five Quality Step Increases awarded to Security Careerists.

TRAINING BRANCH

STATINTL

1. A special security briefing was presented to eighty NPIC personnel at [REDACTED]
2. A representative of the Training Branch attended a special Training Officers Conference conducted by the Office of Training on 15 October 1975.
3. A special security briefing was presented to personnel of the Office of Research and Development on 3 October 1975.
4. The Training Branch is presently supporting the Office of Security sponsored Effective Briefing Course being conducted for OS Careerists.

STATINTL

[REDACTED]  
Chief, Administration and  
Training Division